



DEPARTMENT OF THE ARMY  
HEADQUARTERS, US ARMY GARRISON BENELUX  
UNIT 21419  
APO AE 09708

REPLY TO ATTENTION OF


IMEU-CHV-ZA

22 June 2005

MEMORANDUM FOR Commanders and Directors Assigned to or Tenants of the Benelux Garrisons

SUBJECT: USAG Benelux Command Policy Letter 4, Lost US Identity Card Replacement Procedures

1. The loss of a US Identification card is a serious risk to the safety and protection of every member and tenant of the garrisons of the Benelux. Safeguarding US identity cards is a principal concern of the Chain of Command in our communities and must become a responsibility shared by us all.
2. Most of the US Identification cards lost by members of our communities are the result of carelessness, not theft or accident. Often, cards are replaced without the Chain of Command being aware a card had been lost.
3. Beginning Monday, 6 June 2005, the following procedure will be instituted for the replacement of US identification cards throughout the garrisons of the Benelux.
4. No matter where it might occur, the loss of a US identification card by a soldier, sailor, airman, or marine, a civilian employee or a member of their family, assigned to one of the garrisons of the Benelux must be reported at the first opportunity to their respective garrison military police station. The Military Police Desk Sergeant will open a case concerning the loss and the case will be entered on the official Military Police Blotter. The person reporting the loss must obtain a Report of Lost Identity Card from the Military Police Desk Sergeant. The form must have been assigned a control number and must be signed by the Military Police Desk Sergeant. As part of the loss report, the Military Police Desk Sergeant will advise service members who have lost their ID cards of their legal rights pursuant to Article 31(b).
5. A replacement US identification card will be issued only at the request, in writing, of the first commander in the Chain of Command of a service member or the first line supervisor of any civilian or contractor person. The Report of Lost Identity Card, issued by the Garrison Military Police Desk Sergeant must be attached to the request signed by the commander or the first line supervisor. The sponsor must be present when a replacement US Identification card is being issued to a dependent for whom they are responsible.

  
DEAN A. NOWOWIEJSKI  
COL, AR  
Commanding

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